

1/4/2012

IIF – OE Week Plan outline

This year, the IIFLT will be coordinating an OE week event that incorporates the voices and experiences of those involved in the D&R incident, Nov. 2011. The event will be rolled out in two phases, described below.

Phase 1 – Manager and Supervisor Preparation and Engagement Managers and Supervisors will review and understand the intent of the OE week event with small group meetings in which they will review the video* and discussion guides, and build alignment on:

- How the video relates to what has happened to us in the past, Sense of vulnerability, Operational Discipline, the Tools available to us, care and concern for people.
- How to best deliver this message with work groups.
- Determine where added effort or assistance is needed for successful rollout.
- Identify potential outside groups to be invited to participate with crews (building teamwork/relationships).

Time frame: January 10 – January 27 (enabling conversations with all supervisors)

**We ask that the video be shared only with Managers and Supervisors during this phase – allowing for the video to have the full impact when it is shared with work groups.*

Phase 2 – Supervisor and Workforce Engagement (Refinery Wide rollout) During this phase, supervisors will meet with their direct work groups and rollout what they have prepared for with their own Managers/ Supervisors.

- Review the Video with work groups – approximately 60 minutes
- Discuss with the work group – How the event impacted me (a complete Discussion Guide will be shared prior to Phase I and Phase II)
- Provide written feedback to the IIF Leadership Team on the three to five themes that the work group has the most comments, concern or energy around. Your written feedback will further develop IIF activities in the future.

Time frame: January 30 – February 17 (enabling conversations with all supervisors)

After we have completed Phase I and Phase II, our combined feedback will inform IIF events going forward and will add to the Business Plan Roll Out. **Phase III –Commitment to IIF/ OD in the Business Plan Rollout (in development).**